**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 3 below.

2. Once completed, convert this content to readme.md (GitHub).

**Practical Project - Iteration 3**

Group Meeting Report 8

| **Notice of Meeting and Agenda** | **Date: 21/05/2024****Time: 1:00pm-2:30pm****Location: EIT Tairawhiti** |
| --- | --- |

|  | | | |
| --- | --- | --- | --- |
| **Sponsor:** | Anastasia Mozhaeva | **Name of Group:** | KVN |
| **Group Lead:** | Kyle A. Chisholm (CEO) | **Note taker:** | Neri I.J. West |
| **Attendees:** | Kyle A. Chisholm (CEO), Varun Wadhwa (Security), Neri I.J. West (Developer) | | |
| **Absent:** | No | | |
| **Please bring:** | Nothing | | |
| **Agenda items:** | 1. Create a group Github Page for the final project, working with wiki pages. 2. Create a risk register table, convert to github wiki. | | |

# **Minutes**

| **Agenda Item 1:** | Create group Github page and work with wiki pages | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:** Which member will create and add info to the group github page and populate files in the wiki page.

#### **Conclusions:** Neri I.J. West will create the page, Kyle A. Chisholm will create a kanban while Neri I.J. West and Varun Wadhwa will add the groups files onto the repository.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Transfer information from gantt chart to the Github Kanban.  Add files from Iteration 1 and 2 onto Github Repository.  Started working on github wiki pages. | Kyle A. Chisholm(CEO)  Neri I. J.(Developer)  Varun Wadhwa (Security) | 28/05/2024  28/05/2024  28/05/2024 |
|  |  |  |

| **Agenda Item 2:** | Create Risk Register | **Presenter:** | Kyle A. Chisholm (CEO) |
| --- | --- | --- | --- |

#### **Discussion:** Who will create a risk register and add the information onto it.

#### **Conclusions:** Kyle A. Chisholm will create the Risk Register, while Neri I.J. West and Varun Wadhwa will add the information to it.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| Create the Risk Register. | Kyle A. Chisholm (CEO) | 28/05/2024 |
|  |  |  |
| Add information to the Risk Register, submit the table in  github wiki.  Convert the risk register table to the github wiki and  posted on the wiki page. | Neri I.J. West (Developer)  Varun Wadhwa (Security) | 28/05/2024  28/05/2024 |

# **Other Information**

#### **Resources:**

Google, Microsoft Excel, Google Docs, Google Drive, GitHub

#### **Date of next meeting:**

To be done : 28/05/2024